DOCUMENT RESUME

ED 361 565 CE 064 558

TITLE Tech Prep: A Planning and Resource Guide.
INSTITUTION South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE Aug 93
NOTE 67p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Articulation (Education); Career Education; *Educational Improvement; Educational Planning; *Educational Resources; Higher Education; High Schools; Program Implementation; *State Programs; Statewide Planning; *Vocational Education
IDENTIFIERS *South Carolina; *Tech Prep

ABSTRACT

This guide was developed to help administrators, teachers, students, parents, and the business community understand and implement tech prep programs in South Carolina. (Tech prep is a major restructuring strategy designed to meet the needs of students who want to function effectively in a technological workplace and to ensure that students are better prepared to pursue postsecondary education.) The guide is organized in three sections. The first section describes the South Carolina tech prep model, including its mission and vision, components, and anticipated outcome. The second section presents the requirements for a tech prep program, including requirements for a high school diploma and options after high school. In the third section, career planning is addressed. Career clusters are highlighted, and occupational specialty programs in agricultural education, business and marketing education, health occupations education, occupational home economics education, and trade and industrial education are outlined. Eleven appendixes include the following information: funding resources, South Carolina Tech Prep Consortia and map, regional tech prep locations, state-supported technical colleges, state-supported four-year colleges, private colleges, proprietary schools, apprenticeship principles, types of apprenticeships, and 80 information sources. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 361 565

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

C Brumbach

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

OE 064538

BEST COPY AVAILABLE

TECH PREP:
A PLANNING AND RESOURCE GUIDE

Dr. Barbara Stock Nielsen
State Superintendent
South Carolina Department of Education

Dr. Nancy Cassity Dunlap, Senior Executive Assistant
Division of Collaboration
South Carolina Department of Education

Dr. Anne L. Matthews, Director
Office of Occupational Education
South Carolina Department of Education

The South Carolina Department of Education
does not discriminate on the basis of race, color,
national origin, sex or handicap in admission to,
treatment in or employment in its programs and activities.
Inquiries regarding the nondiscrimination policies should
be made to Personnel Director, 1429 Senate Street,
Columbia, SC 29201, 803-734-8505.

Copyright © 1993, South Carolina Department of Education.
This material may be reproduced and distributed by educators in support
of Tech Prep initiatives, with appropriate acknowledgment of the source.
Any other reproduction or use of this material must be approved in advance.
Appropriate acknowledgment of the source of this material is:
"Copyright © 1993, SCDE. Reproduced with permission."

Copyright © August 1993

TABLE OF CONTENTS

Page

Foreword iv

Tech Prep South Carolina 1

South Carolina Model 2
Tech Prep Vision 2
Tech Prep Mission 2
Tech Prep Audience 2
Tech Prep Student at the Secondary Level 3
Tech Prep Completer at the Secondary Level 3
Tech Prep Student at the Postsecondary Level 4
Tech Prep Completer at the Postsecondary Level 4
Tech Prep Components 5
Anticipated Outcomes 10

Requirements

Requirements for the State High School Diploma 11
Options After High School
Technical College 12
Four-Year College or University 13
Military 14
Proprietary School 14
Employment 15

Career Planning

Occupational Career Planning 17
Career Clusters 18
Occupational Specialty Programs 19
Agricultural Education 21
Business and Marketing Education 29
Health Occupations Education 37
Occupational Home Economics Education 39
Trade and Industrial Education 43

Appendices

A. Funding Resources 52
B. South Carolina Tech Prep Consortia 53
C. South Carolina Tech Prep Consortia (map) 54
D. Regional Tech Prep Locations 55
E. State-Supported Technical Colleges 56
F. State-Supported Four-Year Colleges and USC Branches 57
G. Private Colleges 58
H. Proprietary Schools 59
I. Apprenticeship Principles 60
J. Types of Apprenticeships 61
K. Sources of Information 62

FOREWORD

Restructuring of the educational delivery system in South Carolina and across the nation presents a challenge and opportunities for all educators and representatives from business and industry. In response to the need for restructuring, Tech Prep is being established in secondary and postsecondary institutions throughout South Carolina.

This guide has been prepared as a resource to be used by students, teachers, guidance counselors, administrators, parents, and business/industry representatives that form the 16 Tech Prep consortia in South Carolina.

In high school, technical theory and practice are taught side by side in applied academic and occupational specialty courses. The theory and application provide the foundation and open the doors for the continuation of technical education after high school. Such strong academic preparation keeps the doors or options open for the pursuit of an associate degree and/or a baccalaureate degree and progression up the career ladder.

Special appreciation is given to the following groups who contributed significantly to the development of this guide:

Sixteen Tech Prep Consortia Coordinators and their constituencies
State Board for Technical and Comprehensive Education:
- Instruction Division

State Department of Education:
- Office of Curriculum Design
- Office of Occupational Education
- Office of Organizational Development

TECH PREP SOUTH CAROLINA

Tech Prep is a major restructuring strategy designed (1) to meet the needs of students who want to function effectively in a technological workplace and (2) to ensure that students be better prepared to pursue postsecondary education and earn an associate degree and/or a baccalaureate degree.

Tech Prep provides for a restructured, articulated secondary and postsecondary curriculum which:

- Provides technical preparation in at least one field of business, engineering technology, applied science, industrial technology, health, agriculture, or other appropriate technological field of study;
- Builds student competence in mathematics, science, and communication through a sequential course of study to include the applied academics;
- Leads to a postsecondary degree or two-year certificate;
- Facilitates placement in employment.

Four principles which form the foundation for an effective school-to-work (Tech Prep) transition program are the following:

- To motivate youth to stay in school, graduate, and become productive citizens;
- To enable students to achieve high academic achievement levels;
- To link classroom curriculum to work-site experiences to help students understand the importance of learning skills needed in the workplace; and
- To lead to initial employment, continued employment, and lifelong learning.

Upon successful completion of the secondary program, students would enter the work force with higher-level marketable skills or continue in technical careers with their postsecondary educational experiences. Through formal articulation agreements with South Carolina colleges, Tech Prep provides the opportunity for the elimination of duplications or repetitions within a student's program of study; better utilization of instructional resources; a more effective, sequential program of study; and a better educated student.

SOUTH CAROLINA MODEL

Tech Prep Vision

As productive members of a global society, Tech Prep students will be responsible, educated, and prepared to function in the technological workplace and to engage in lifelong learning.

Tech Prep Mission

The mission of Tech Prep in South Carolina is to actualize the Tech Prep vision by:

- Establishing direct involvement and consultation with business and industry in the development of outcome-based curricula with performance standards and continuity of learning through the integration of academic and occupational education;
- Empowering change at all levels of the educational system as needed by all participants including students, workers, employers, educators, trainers, and political leaders;
- Encouraging students to acquire proficiency in mathematics, science, communication, and technological skills;
- Increasing the number of participants from traditionally under-served populations participating in educational programs through comprehensive career development programs;
- Promoting a curriculum which will enable students to enter the workforce, continue formal training toward an associate degree or two-year certificate and/or continue to a baccalaureate or higher degree without experiencing retraining, delays, duplication of courses or loss of credit; and
- Integrating funding resources for a cost-effective educational system.

Tech Prep Audience

Tech Prep is designed for students who plan to enter the job market immediately after high school graduation, who plan to pursue a postsecondary degree at a technical college, and/or who plan to pursue a four-year baccalaureate degree in a technical area. Students will participate in career counseling, learn technical skills, and develop strong academic skills obtained through, but not limited to, applied academics which relate real-world examples and applications to a rigorous curriculum in math, science, and language arts to achieve the vision of Tech Prep.

Tech Prep Student at the Secondary Level

A Tech Prep student at the secondary instructional level is one who

(1) is enrolled in an articulated occupational specialty program or in targeted occupational specialty courses that meet specific career and/or postsecondary goals in preparation for a mid-level technology career;

(2) is enrolled in applied academic courses, college preparatory courses, or a combination*; and

(3) may be participating in a school-to-work transition program or registered apprenticeship program.

Tech Prep Completer at the Secondary Level

A Tech Prep completer at the secondary instructional level is one who

(1) has completed at least three Carnegie units in an occupational specialty program or up to three units of occupational specialty coursework targeted to meet specific career and/or postsecondary goals in preparation for a mid-level technology career;

(2) has completed a planned, sequential series of rigorous academic coursework that may include either college preparatory courses, applied academics, or a combination*;

(3) plans to pursue an associate degree and/or continue in a school-to-work transition program which facilitates gainful employment in a mid-level technology career and/or plans to pursue additional study leading to a baccalaureate degree; and/or

(4) plans to pursue or continue study in a registered apprenticeship program leading to journeyperson certification.

---

* The core academic curriculum includes four years of language arts, three or four years of mathematics, and at least two lab science courses. The content of these courses shall be rigorous, challenging, and more demanding than general courses.

Tech Prep Student at the Postsecondary Level

A Tech Prep student at the postsecondary level is one who

(1) is enrolled in an associate degree program that is directly related to and articulated with his/her secondary occupational specialty program; or

(2) is enrolled in an associate degree program in an area which complements his/her secondary occupational specialty program; or

(3) is enrolled in an associate degree program for which specific occupational courses taken in high school have resulted in adequate preparation, essential background knowledge, and/or advanced standing for this program; or

(4) is enrolled in an associate degree program which includes continuation of a planned, articulated school-to-work program and/or is enrolled in a registered apprenticeship or two-year certificate program.

Tech Prep Completer at the Postsecondary Level

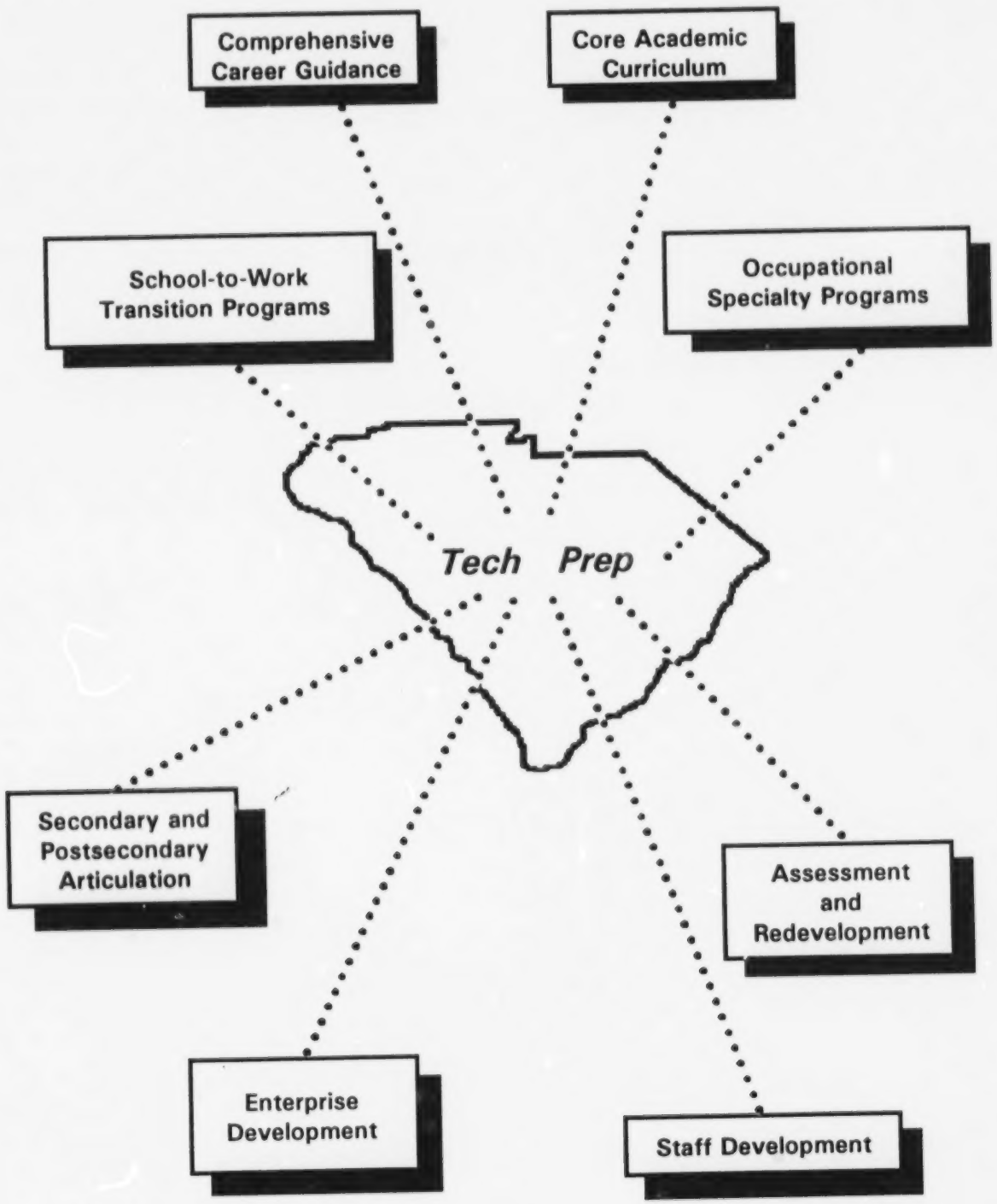
A Tech Prep completer at the postsecondary level is one who

(1) has completed a) an associate degree program which may include a school-to-work transition program experience, b) a two-year certificate, or c) a registered apprenticeship program in preparation for a mid-level technology career; and

(2) seeks gainful employment in a related technology field; or

(3) plans to pursue a baccalaureate degree in a related technology program.

TECH PREP COMPONENTS



TECH PREP COMPONENTS

Comprehensive Career Guidance

The foundation for Tech Prep must be established through a comprehensive career development program to provide preparatory services for all students from kindergarten through the postsecondary level. Career development is the process of providing information about careers, cultivating positive attitudes toward work, developing broad perceptions about career options, and providing various exploratory activities that allow students to make informed decisions regarding life employment. Preparatory services include such activities as recruitment, career and personal counseling, and occupational assessment. The comprehensive career guidance program evolves around three interrelated domains: self-knowledge, educational development, and career development.

Core Academic Curriculum

The core academic curriculum involves applied academics, traditional college preparatory courses, or a combination. The approved applied academic courses are Communication for the Workplace, Mathematics for the Technologies, Physics for the Technologies, and Applied Biology. Applied economics is taught through either the unit required in economics or through an applied economics course.

With careful planning, Tech Prep students may complete a high school curriculum which includes challenging academic and occupational specialty courses which will enable students to pursue an associate degree facilitating a mid-level technological career and/or continuation of study for a baccalaureate degree.

The core academic curriculum is an integral part of the statewide Curriculum Frameworks. Frameworks are blueprints for redesigning the educational system based on our best instructional vision for all children. The major components of each curriculum framework are as follows:

Fundamental tenets of the discipline
Student performance expectations
How students learn and different ways to teach
Sample K-12 programs and curriculum strategies
Strategies for translating the curriculum frameworks into classroom practices
Criteria for adoption of instructional materials

These frameworks promote more challenging and engaging learning experiences for students, including longer duration tasks that may have several right answers or solutions to problems. Students need to think, problem-solve, work in cooperative teams, and learn to integrate knowledge in school as well as out of school. Basic skills such as adding and subtracting, spelling, and grammar are reinforced as part of more meaningful and complex tasks. As frameworks are implemented, the following changes will take place:

More conversations among teachers, principals and instructional support staff about their fundamental beliefs regarding teaching and learning.

Increased availability of higher-quality instructional materials that require students to think and apply what they know.

Greater use of new types of student performance assessments--developed locally and statewide--that are aligned with the higher learning standards, and a lesser emphasis and use of multiple-choice tests.

The use of a wider variety of instructional approaches, most departing from the dominant "lecture style" of teaching.

Fewer state regulations prescribing school organization and management procedures.

Expanded professional development opportunities that concentrate on a variety of ways to achieve higher learning standards, such as those in the National Council of Teachers of Mathematics standards.

More opportunities for teachers to work together and share their classroom expertise with colleagues.

Teachers able and willing to make more on-the-spot decisions about what is taught and how it is taught.

Teachers acting more as coaches and mentors of students rather than dispensers of factual knowledge.

Students asking more questions, doing more investigations and writing, and generating their own results. Students performing longer-duration tasks that may have several "right" answers, and learning basic skills within the context of more meaningful and real-life kinds of tasks.

Occupational Specialty Programs

Tech Prep at the secondary level includes completion of occupational specialty programs. The Defined Minimum Program in South Carolina delineates occupational specialty courses available at the secondary level. Through career counseling, students may choose occupational areas related to interests and may seize the opportunity to become proficient in technological skills needed for the workplace. Instructional delivery through a blending of the applied

academics and related occupational specialty program enables students to develop the ability to understand abstract concepts, manipulate symbols, reason logically, and relate to real-life experiences. An applications approach helps students connect abstract concepts to concrete experiences.

Students are challenged in their computational, organizational, decision-making, and reasoning skills and are provided with opportunities to grow in responsibility, self-esteem, sociability, self-management, integrity, and honesty. To succeed in the smart workplace of tomorrow, the work force must be able to put knowledge to work.

Enterprise Development

Program guidelines, curricula, and other instructional resources are available to support the implementation of enterprise development programs, including small business management and entrepreneurship education. In concert with other curriculum reform initiatives and business/education partnerships, these programs provide a new level of partnership in which schools and businesses share expertise and enhance the learning process. Applied economics, dealing with real-life economic decisions, is the heart of this component of Tech Prep at the secondary level.

Staff Development

A key component of Tech Prep is relevant staff development for those responsible for program development, implementation, instruction, and counseling. The integration of academic and occupational education presents challenges for all educators. Long-established boundaries between academic and occupational teachers must be dissolved and new models must be created. This restructuring effort must provide information, encouragement, and support for all staff members affected by interdisciplinary activities and instruction.

School-to-Work Transition Programs (Youth Apprenticeships)

These programs contain three basic tenets: (1) integrating work experience as part of the high school curriculum; (2) revising curriculum to ensure learning occurs both in school and on the job; and (3) creating a link between school officials and employers to plan curriculum and work-based learning experiences based on a student's needs and abilities. (See Appendices I and J for apprenticeship principles and types of apprenticeships.)

Secondary and Postsecondary Articulation

The articulation process links the last two years of secondary education with the first two years of postsecondary education. Emphasis is placed on completing core competencies, some of which may take more than two years of high school instruction to achieve. Articulation may be accomplished through technical advanced placement curricula and/or advanced technical skills curricula. The process of articulation between high school and college embodies a competency-based, technical curriculum which teaches essential competencies without duplication or repetition. The curriculum is designed or validated jointly by business/industry representatives, secondary and postsecondary academic and occupational teachers, and guidance counselors.

Assessment and Redevelopment

Assessment of the Tech Prep components must be an ongoing and continuous process. Curricula adaptations will be needed as technology mandates changes in the workplace. Business and industry leaders must be involved with educators in assessing and reevaluating all facets of Tech Prep to ensure students will be capable of competing for jobs and be prepared to pursue higher education.

ANTICIPATED OUTCOMES

The guiding instructional principle of Tech Prep is the application of theory to the real world, bringing concepts and practices to life for students with an activity-oriented approach. As Tech Prep is fully implemented, our entire society benefits.

Students develop a strong foundation in math, science, and communication taught through practical applications. This academic background is blended with knowledge in a first-rate technical education, with students gaining the competence and confidence to be able to cope and succeed in a fast-changing, technological world. Obtaining salable skills opens many career path options and provides for success in gainful employment opportunities.

Employers obtain stronger and better educated workers than ever before, and skilled worker shortages will be a thing of the past. Public relations with the community are improved by having input and assistance from area businesses and industries.

Schools experience an improvement in the learning environment. More students stay in school to complete their high school education and find satisfaction in their studies. Students are given reasons for learning; therefore, they become more committed to the educational process with many pursuing postsecondary degrees before entering the workplace. The integration of academic and occupational competencies promotes team spirit and unity of purpose among faculty. Tech Prep gives schools a better system of responding to emerging technologies.

Postsecondary institutions benefit because entering students are better prepared with a stronger academic and technical foundation. More high school graduates continue their education and become better educated workers with advanced skills and the ability to transfer skills as technology changes.

Communities and states benefit because education is more cost effective, and the economic climate improves with the quality of the workforce. Partnerships facilitate less wasted money and program duplication. This link provides for greater efficiency in the development of human resources.

America benefits by having a world-class workforce that will outwork, outproduce and outsmart the competition. The greatest resource in our nation--our human resource--is given the opportunity to be more fully developed than ever before in our history.

REQUIREMENTS FOR THE STATE HIGH SCHOOL DIPLOMA

To qualify for a State high school diploma, a student must earn a total of 20 units of credit distributed as follows:

Language Arts	4 units
U.S. History	1 unit
Economics (1/2 unit), Government (1/2 unit)	1 unit
Other Social Studies	1 unit
Mathematics	3 units
Natural Science	2 units
Physical Education or ROTC	1 unit
Electives	7 units

OPTIONS AFTER HIGH SCHOOL

Technical College

Technical colleges maintain an open-door admissions policy with all students required to meet entry placement test scores prior to entry into a specific **program**. Some technical college programs may require completion of specific prerequisite courses prior to **program** admission. Remedial coursework is provided for students who do not meet program placement scores upon college entry. Individual colleges may require one or more of the following:

1. Application
2. High school diploma or Tests of General Educational Development (GED)
3. Health certificate
4. College entry placement test
5. Transcripts
6. Personal interview
7. Tuition (Pell Grant and others)

Special students are given consideration after an appropriate interview with a counselor and approval of the Department Head.

Technical colleges have articulation agreements with numerous four-year colleges whereby students may receive credit for certain courses completed in Associate Degree programs.

Four-Year College/University

For admission to the majority of colleges and universities, students must provide the following:

1. Application
2. High school diploma
3. High school transcript
4. Scholastic Aptitude Test (SAT) results
5. Health certificate
6. Tuition (Pell Grant and others)

To receive consideration for admission to four-year programs in South Carolina public colleges and universities, the Advisory Committee on Academic Programs of the South Carolina Commission on Higher Education in a document dated October 22, 1992, provided the following high school course requirements for applicants:

- "Four units of English: at least two must have strong grammar and composition course work, at least one in English literature and at least one in American literature (completion of college preparatory English I, II, III, and IV will meet this criterion)
- Three units of mathematics: including algebra I & II. It would be best to take geometry. It would be even better to take a fourth math course such as trigonometry or calculus even though it isn't required.
- Two units of laboratory science: at least one unit each of two laboratory sciences chosen from biology, chemistry, or physics. Two units of the same science won't do, but taking one from all three will be a big help. Courses in earth science or physical science won't meet this requirement.
- Two units of the same foreign language
- One unit of advanced mathematics or computer science or a combination of these; or one unit of world history, world geography, or western civilization
- One unit of U.S. history
- Two units of additional social studies: half unit each in economics and government are strongly recommended
- One unit of physical education or ROTC

Each institution may make exceptions in admitting students who do not meet all of the prerequisites, limited to those individual cases in which the failure to meet one or more prerequisites is due to circumstances beyond the reasonable control of the student."

Military

Joining the military involves entering into a legal contract. The standard service obligation is eight years, divided between active duty and reserve duty. The following is a listing of general enlistment qualifications:

1. Age 17-35 years: The consent of parent or legal guardian is required if 17.

2. Citizenship: United States citizen or immigrant; alien admitted to United States and possessing immigration and naturalization documents.

3. Physical: The enlistee must meet minimum physical standards.
   Height - Males: maximum 6'8" minimum 5'0"
   Height - Females: maximum 6'8" minimum 4'10"
   Weight- according to age and height
   Vision - minimum vision standards

4. Health - medical exam (Diseases or conditions such as diabetes, allergies, epilepsy, alcoholism, and drug addiction may exclude persons from enlistment.)

5. High school diploma

6. Exam (Armed Services Vocational Aptitude Battery - ASVAB)

7. Other standards considered: court convictions, juvenile delinquency, arrests, drug use, and recommendations from teachers, ministers, etc.

Proprietary School

Proprietary schools offer programs that teach specific occupational skills. Admission requirements vary; however, the majority of the schools list the following requirements:

1. Application
2. Age: 18
3. Health certificate
4. High school graduate or equivalent
5. Individual school entrance test
6. Own tools (not always required)
7. Tuition (Pell Grant and others)

See Appendix H for a sampling of proprietary schools in South Carolina.

Employment

Finding meaningful employment takes time and planning. Students who have actively participated in career planning activities and who have successfully completed an occupational program that has been integrated with a strong academic program in high school have many advantages in seeking employment after high school. Students who have participated in school-to-work transition programs will have even greater employment opportunities immediately following high school graduation. (Contact the State Department of Education, Office of Occupational Education, for information on school-to-work transition programs.)

The culmination of a focused career-related education is employment in an occupation for which one has prepared. Guidance counselors, job placement coordinators, and occupational faculty need to be knowledgeable concerning entry-level employment opportunities in the community. These educators should also understand how Tech Prep can position students to qualify for well-paying jobs with companies that offer financial assistance for postsecondary study. Through Tech Prep, students combine an occupational specialty with strong academic, teamworking, and problem-solving skills in order to enter meaningful employment after high school, often with the possibility of accessing employer-sponsored tuition assistance to help offset the costs of postsecondary study.

Whether a career requires proficiency in certain skills, a high school diploma, or completion of a degree at a two- or four-year college, it is imperative to know there are other criteria and conditions that will determine one's employability. The South Carolina Information System (SCOIS) has a menu listing entitled "Job Bank" where current employment opportunities are listed. The listings identify educational requirements, salary, and employability criteria and conditions. Employee job applications may require several or all of the following and others as deemed necessary:

No police record
References
Good communication skills/judgment
Dexterity test
Legible handwriting
TB test
Social Security card
FBI check
U.S. citizenship or the right to work in the U.S.
Drug check
Probationary period
Acceptable physical condition
Color blindness test
Dress code
Valid S.C. driver's license
SLED background check
High school diploma/GED
Employment exam

OCCUPATIONAL CAREER PLANNING

The following page gives an overview of career clusters from which young people may choose. Within each cluster are a variety of jobs and professional opportunities. If a particular career cluster appeals to a student, s/he should consider the abilities that will be needed to succeed in a chosen career.

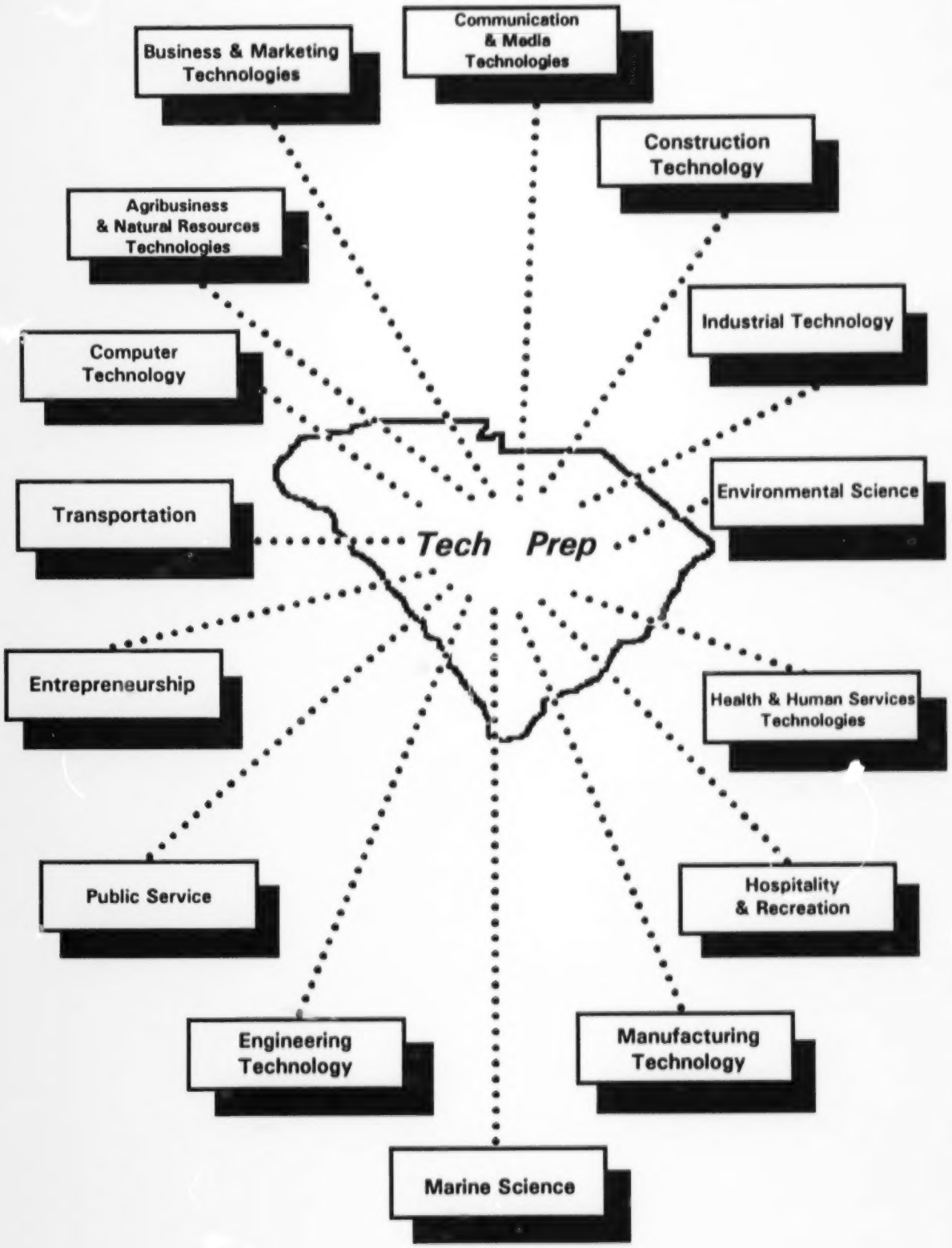
Sample curricula are provided in the following sections to assist students in the planning process. Multiple choices of language arts, mathematics, science, and social studies courses are listed by grade level offered so that curriculum planning can be facilitated based on an individual's career goals. This planning process is particularly important in grades 7-8 (middle school) in preparation for the student's high school program of study.

Tech Prep offers students an opportunity to achieve competencies needed for entry-level employment and a foundation for achieving advanced occupational competencies through further education. An occupational specialty program of study includes successful completion of a sequential series of occupational specialty courses blended with related academic courses in communication (language arts), mathematics, and science in order to prepare students for further education and employment. All students are encouraged to complete four years of math and three years of science. (See Appendix A for funding information.) They are also encouraged to complete courses in keyboarding and computer applications.

Names of **sample** postsecondary two-year associate degree programs and four-year degree programs are listed under the heading "Sample Postsecondary Programs" for each occupational specialty program included in the guide. See Appendices E-H for names of technical colleges and public and private four-year institutions.

Tech Prep provides opportunities for youth apprenticeship programs which will be available in each of the 16 consortia. These sites are not listed in this section of the guide since they will vary according to business/industry needs and availability of programs and personnel.

CAREER CLUSTERS



OCCUPATIONAL SPECIALTY PROGRAMS

This section of the guide contains samples of occupational specialty programs, possible careers, and the level of education necessary to prepare for such careers. Career information and planning strategies are necessary for students to realistically prepare for eventual entry into the work force.

Agricultural Education
- Agricultural Production and Business Management
- Aquaculture
- Environmental and Natural Resources
- Forestry/Timber Harvesting
- Ornamental Horticulture
- Turf and Lawn Management Technology

Business and Marketing Education
- Accounting
- Business Administration
- Computer Technology
- Office Systems Technology
- Hospitality, Travel and Tourism
- Hotel/Motel Management and Operations
- Marketing

Health Occupations Education
- Allied Health Careers

Occupational Home Economics Education
- Child Care Services
- Culinary Arts

Trade and Industrial Education
- Automotive Technology
- Construction Technology
- Drafting
- Electronics
- Machine Tool Technology
- Graphic Communications

AGRICULTURAL EDUCATION

Agricultural Education programs are designed to provide opportunities to students who are interested in the broad area of agriculture. The programs prepare students for careers in agricultural production and agribusiness. Instructional opportunities are provided in the field of forestry, horticulture, agricultural mechanics, livestock, natural resources, and others.

Programs are adapted to the human resource needs of the community and student interests. Skills are provided for job placement, entry into production, or advanced education and technical training.

Advanced study after high school in agriculture demands a strong background in biology, chemistry, physics, and mathematics.

AGRICULTURAL PRODUCTION AND BUSINESS MANAGEMENT

The program in Agricultural Production and Business Management is designed for the student who plans to seek employment on, manage, or own a farm; or to seek employment in an agribusiness field. The student will be involved in learning activities that generally prepare him/her to apply the economic and business principles involved in the organization, operation, and management of the farm, ranch, or agribusiness. Advanced training in agribusiness prepares the student for challenging career opportunities in private as well as in public sectors of our economy.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keybarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Agricultural Production and Business Mgt. I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Agricultural Production and Business Mgt. II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Associate in Science
Veterinary Technology

Bachelor's Degree/Four-Year College

Agribusiness
Agricultural Economics & Rural Sociology
Agricultural Education
Agricultural Engineering
Agricultural Mechanization & Business
Agronomy

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include farmer, animal groomer, and animal caretaker. Career options open to graduates of postsecondary programs include extension service specialist, agronomist, crop/livestock specialist, and soil scientist.

AQUACULTURE

The program in Aquaculture Occupations is designed as an alternative to the traditional Agriculture Program. The student will learn that the many basic principles found in farming land may be applied to "farming in water." In addition to an introduction to freshwater and saltwater crop management, the student will gain experience in site selection, facility design and layout, water quality management, and harvesting and hauling techniques.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Aquaculture I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- Aquaculture II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Associate in Science

Aquaculture

Bachelor's Degree/Four-Year College

Agricultural Education

Marine Biology

Marine Architecture/Engineering

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include hatchery helper, water quality manager, fish farm manager, research and development technologist, and cost and production analyst. Career options open to graduates of postsecondary programs include marine biologist, ecologist, marine architect/engineer, and aquaculturist.

ENVIRONMENTAL AND NATURAL RESOURCES

The Environmental and Natural Resources Occupations course is a combination of subject matter and planned learning experiences concerned with the principles involved in the conservation and/or improvement of natural resources. Instruction also emphasizes such factors as the establishment, management, and operation of forest lands for recreational purposes.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Environmental and Natural Resources I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Environmental and Natural Resources II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Forestry Management Technology
Natural Resources Management

Bachelor's Degree/Four-Year College

Agriculture
Aquaculture
Environmental Science
Environmental Systems Engineering

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include water treatment plant technician and fire warden. Career options open to graduates of postsecondary programs include agricultural educator, chemist, soil scientist, agronomist, geologist, and zoologist.

FORESTRY/TIMBER HARVESTING

The programs in Forestry/Timber Harvesting prepare an individual to produce, protect, and manage timber and specialty forest crops; maintain, operate and repair related equipment and machinery; harvest and transport trees as crops; select, grade, and market forest raw materials for converting into a variety of consumer goods; and utilize the forest for multiple purposes such as game preserves and recreation.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Forestry I or Timber Harvesting I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Forestry II or Timber Harvesting II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Forestry Management Technology
Forestry Products Technology

Bachelor's Degree/Four-Year College

Forestry
Forest Management
Forest Products
Forest Resources
Parks, Recreation & Tourism Management

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include fire fighter and fire warden. Career options open to graduates of postsecondary programs include agricultural educator, park ranger, forestry technologist, and ecologist.

ORNAMENTAL HORTICULTURE

The program in Ornamental Horticulture includes organized subject matter and practical experiences concerned with the culture of plants used principally for ornamental or aesthetic purposes. Instruction emphasizes knowing and understanding the importance of establishing, maintaining, and managing ornamental horticulture enterprises.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Ornamental Horticulture I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Ornamental Horticulture II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Golf Course Management
Horticulture Technology

Bachelor's Degree/Four-Year College

Agriculture
Agricultural Education
Entomology
Horticulture
Plant Pathology

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include florist, grounds keeper, and nursery/greenhouse manager. Career options open to graduates of postsecondary programs include golf course manager, landscape architect, and agronomist.

TURF AND LAWN MANAGEMENT TECHNOLOGY

The course in Turf and Lawn Management is designed to train the student for employment in the turf grass industry. The course includes organized subject matter and practical experiences concerned with the principles and practices of establishing, managing, and maintaining grassed areas for ornamental and/or recreational purposes.

CURRICULUM

7th Grade

- ◆ Language Arts
- ◆ Transitional Math or Pre-Algebra
- ◆ Science
- ◆ Geography
- ◆ Health/Physical Education
- ◆ Introduction to Careers or Other Elective

8th Grade

- ◆ Language Arts
- ◆ Transitional Math, Pre-Algebra, or Algebra I
- ◆ Science
- ◆ South Carolina and American History
- ◆ Health/Physical Education
- ◆ Keyboarding/Introduction to Careers

9th Grade

- ◆ English I
- ◆ Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- ◆ Physical Science, Applied Biology, or Biology
- ◆ World Geography, Civics, Law Education, or Elective
- ◆ Physical Education or ROTC
- ◆◆ Agricultural Science

10th Grade

- ◆ English II
- ◆ Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- ◆ Applied Biology, Applied Chemistry, Biology, or Chemistry
- ◆ Economics/Government or World History
- ◆ Foreign Language or Other Elective
- ◆◆ Agricultural Technology

11th Grade

- ◆ Communication for the Workplace I or English III
- ◆ Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ U.S. History
- ◆ Foreign Language or Other Elective
- ◆◆ Turf and Lawn Management Technology I

12th Grade

- ◆ Communication for the Workplace II or English IV
- ◆ Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ Foreign Language or Other Elective
- ◆ Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Turf and Lawn Management Technology II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Physics for the Technologies I and II, Biology, Chemistry, Physics

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Golf Course Management
Horticulture Technology

Bachelor's Degree/Four-Year College

Agriculture
Agricultural Education
Entomology
Horticulture
Plant Pathology

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include greens keeper, lawn maintenance manager, and turf manager. Career options open to graduates of postsecondary programs include golf course manager, horticulture technician, and landscape architect.

BUSINESS AND MARKETING EDUCATION

The total school population is served by Business and Marketing Education through a relevant curriculum oriented toward providing career education, the development of employability skills, and a sound foundation for advanced study. A comprehensive program consists of many components--students, staff, curriculum, equipment, advisory committees, and student organizations. Much of the knowledge taught in business and marketing courses is viewed as essential to the education of all students.

By the year 2000, eighty (80) percent of the total work force will work in information processing fields. Computers are a vital part of the majority of schools, homes, and businesses in today's world; and good keyboarding skills are essential. All students should be skilled in using business computer applications software--especially word processing, databases, and spreadsheets--for problem-solving situations they will encounter at school, in the home, and in the workplace.

Students will gain knowledge in a number of areas--accounting; business administration; computer technology; office systems technology; marketing; hotel-motel management and operations; hospitality; travel and tourism--at the secondary level. If students aspire to go into business on their own, they have an opportunity to succeed by learning the fundamentals in entrepreneurship. With the continuation of postsecondary education, the career opportunities are limitless.

ACCOUNTING

The Accounting program is designed to help students develop skills necessary for the highly technical and rapidly changing business environment. Students learn financial and managerial accounting concepts and computer applications for the various accounting functions associated with a variety of businesses.

CURRICULUM

7th Grade

- ◆ Language Arts
- ◆ Transitional Math or Pre-Algebra
- ◆ Science
- ◆ Geography
- ◆ Health/Physical Education
- ◆ Introduction to Careers or Other Elective

8th Grade

- ◆ Language Arts
- ◆ Transitional Math, Pre-Algebra, or Algebra I
- ◆ Science
- ◆ South Carolina and American History
- ◆ Health/Physical Education
- ◆ Keyboarding/Introduction to Careers

9th Grade

- ◆ English I
- ◆ Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- ◆ Physical Science, Applied Biology, or Biology
- ◆ World Geography, Civics, Law Education, or Elective
- ◆ Physical Education or ROTC
- ◆◆ Keyboarding Applications and Keyboarding Production or Introduction to Business

10th Grade

- ◆ English II
- ◆ Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- ◆ Applied Biology, Applied Chemistry, Biology, or Chemistry
- ◆ Economics/Government or World History
- ◆ Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- ◆ Communication for the Workplace I or English III
- ◆ Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ U.S. History
- ◆ Foreign Language or Other Elective
- ◆◆ Accounting I

12th Grade

- ◆ Communication for the Workplace II, English IV
- ◆ Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ Foreign Language or Other Elective
- ◆ Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Accounting II with Computer Applications

◆◆ **Occupational Specialty Courses**

Recommended Courses: Business Principles and Management, Computer Technology I, Entrepreneurship

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Accounting
Banking and Finance
General Business

Bachelor's Degree/Four-Year College

Accounting
Business Administration
Business Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include accounting specialist and bank teller. Career options open to graduates of postsecondary programs include junior accountant, manger-trainee, sales representative, insurance adjuster, accountant, accounting supervisor, banker, business executive, college professor, and Certified Public Accountant (CPA).

BUSINESS ADMINISTRATION

The Business Administration program provides the background which is essential to owning and managing a business. Duties include financial responsibilities of starting the business and developing a business plan for the operation, staffing, and marketing of the business. The major focus includes management and supervision processes such as budgeting, scheduling, accounting, planning and organizing business or departmental operation. Other tasks applied are customer relations, knowledge of line-staff functions, operations, management viewpoints, and policies. Spreadsheet and database software should be used in applying management and ownership tasks.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding Applications and Keyboarding Production or Introduction to Business

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Entrepreneurship

12th Grade

- Communication for the Workplace II, English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Business Principles and Mgt./Business Law

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting I, Computer Technology I, Marketing

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Management
General Business
Banking and Finance

Bachelor's Degree/Four-Year College

Business Administration
Economics
Business Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include administrative assistant and manager-trainee. Career options open to graduates of postsecondary programs include manager, supervisor, banker, human resources director, administrator, and teacher.

COMPUTER TECHNOLOGY

The Computer Technology or Data Processing program prepares the student for employment in information systems occupations. Students will study the development of data systems, data communication systems, operating systems, network systems, application software, programming and DOS. Students pursuing postsecondary training will plan, design and develop computer systems and programs.

CURRICULUM

7th Grade

- ◆ Language Arts
- ◆ Transitional Math or Pre-Algebra
- ◆ Science
- ◆ Geography
- ◆ Health/Physical Education
- ◆ Introduction to Careers or Other Elective

8th Grade

- ◆ Language Arts
- ◆ Transitional Math, Pre-Algebra, or Algebra I
- ◆ Science
- ◆ South Carolina and American History
- ◆ Health/Physical Education
- ◆ Keyboarding/Introduction to Careers

9th Grade

- ◆ English I
- ◆ Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- ◆ Physical Science, Applied Biology, or Biology
- ◆ World Geography, Civics, Law Education, or Elective
- ◆ Physical Education or ROTC
- ◆◆ Keyboarding Applications and Keyboarding Production or Introduction to Business

10th Grade

- ◆ English II
- ◆ Mathematics for the Technologies I or II, Algebra I Geometry, or Algebra II
- ◆ Applied Biology, Applied Chemistry, Biology, or Chemistry
- ◆ Economics/Government or World History
- ◆ Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- ◆ Communication for the Workplace I or English III
- ◆ Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ U.S. History
- ◆ Foreign Language or Other Elective
- ◆◆ Computer Technology I (Data Processing I)

12th Grade

- ◆ Communication for the Workplace II, English IV
- ◆ Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ Foreign Language or Other Elective
- ◆ Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Computer Technology II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting I, Business Principles and Management, Entrepreneurship, Word/Information Processing

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College	Bachelor's Degree/Four-Year College
Computer Technology	Computer Science
Office Systems Technology	Business Administration
Telecommunication Systems Management	Business Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include computer operator and administrative assistant. Career options open to graduates of postsecondary programs include computer programmer, network systems specialist, programmer analyst, database administrator, and information analyst.

OFFICE SYSTEMS TECHNOLOGY

The Office Systems Technology program provides the student with a knowledge of office systems and word/information processing concepts and skills necessary to pursue a career in today's office. Emphasis is given to decision-making skills which are necessary to cope with both current technology and rapid change in the office of the future. Postsecondary training will provide students with skills necessary to achieve top-level information processing and office management positions.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding Applications and Keyboarding Production or Introduction to Business

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Word/Information Processing

12th Grade

- Communication for the Workplace II, English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Office Systems Technology (Office Supervision & Mgt.)

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting I, Business Principles and Management, Business Law, Computer Technology I

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Office System Technology
Legal Assistant/Paralegal
Court Reporting

Bachelor's Degree/Four-Year College

Office Administration
Office Information Systems
Office Management and Administration
Business Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include administrative assistant, word processing specialist, and receptionist. Career options open to graduates of postsecondary programs include office manager, paralegal specialist, executive secretary, management consultant, and teacher.

HOSPITALITY, TRAVEL AND TOURISM

The Hospitality, Travel and Tourism program is designed for the student who is interested in pursuing careers in the various areas associated with the management and operations of the tourism industry. This includes the various careers in travel, hospitality, and recreation. A program consists of a minimum of two units of instruction in Hospitality, Travel and Tourism. The student may also choose from a number of elective courses. The two units may be provided in a one year, two-hour course offering or in a one-hour course offering for two years.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding and Marketing Principles

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Hospitality, Travel and Tourism Management and Operations I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Hospitality, Travel and Tourism Management and Operations II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting, Advertising, Entrepreneurship, Selling, Small Business Management

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Food Service Management
Hospitality/Tourism Management
Culinary Arts Technology
Management
Marketing

Bachelor's Degree/Four-Year College

Hotel, Restaurant and Tourism Administration
Parks, Recreation and Tourism Management

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include tour guide, travel agency clerk, recreation attendant, and waiter/waitress. Career options open to graduates of postsecondary programs include cruise director, convention planner, travel agent, travel guide, travel writer, hotel sales, and recreation center director.

HOTEL/MOTEL MANAGEMENT AND OPERATIONS

The Hotel/Motel Management and Operations program is designed for the student who is interested in assuming entry-level operational and managerial responsibilities in the various divisions associated with the successful operation of hotel and motel properties. A general knowledge of housekeeping and food and beverage functions may be included as a part of this program. A program consists of a minimum of two units of instruction in Hotel/Motel Management and Operations. The student may also choose from a number of elective courses. The two units may be provided in a one year, two-hour course offering or in a one-hour course offering for two years.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elect. ve

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding Applications/Marketing Principles

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Hotel/Motel Management and Operations I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Hotel/Motel Management and Operations II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting, Advertising, Entrepreneurship, Selling, Small Business Management

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Food Service Management
General Business
Hospitality/Tourism Management
Small Business Management

Bachelor's Degree/Four-Year College

Business Administration
Hotel, Restaurant and Tourism Administration

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include front desk clerk, reservations agent, mail clerk, and security officer. Career options open to graduates of postsecondary programs include convention sales manager, front office manager, sales director, hotel manager, and business owner.

MARKETING

The Marketing program is designed to prepare the student for careers in the sales, marketing, and merchandising of goods and services. The instructional program emphasizes the competencies necessary for success at the career sustaining level in employment and/or further education in marketing. Advancement to the mid-management and management of marketing activities will be covered, especially the aspects of the marketing mix. The student who would like to open and operate his/her own business will benefit from this program. It should be paired with courses in Entrepreneurship and/or Small Business Management. A program consists of a minimum of two units of instruction including the Marketing and Merchandising, and Marketing Management courses. The student may also choose from a number of elective courses. The two units should be provided in a one-hour course offering for two years.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding Applications/Marketing Principles

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Business Computer Applications

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Marketing and Merchandising

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Marketing Management

◆◆ **Occupational Specialty Courses**

Recommended Courses: Accounting, Advertising, Entrepreneurship, Selling, Small Business Management

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Management
Marketing
Small Business Management

Bachelor's Degree/Four-Year College

Business Administration
Economics
Education
Retailing

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include sales associate, rental car agent, and customer service representative. Career options open to graduates of postsecondary programs include real estate agent, buyer, advertising layout designer, advertising sales manager, marketing researcher, store manager, sales manager, consultant, market analyst, and business owner.

HEALTH OCCUPATIONS EDUCATION

Health Occupations Education programs comprise the body of related subject matter and planned learning experiences designed to provide the knowledge and skills required to support the health care profession. While the number of jobs in the health care field has increased to over six hundred (600) different types in less than a decade, and while many of these are the result of specialization within the professional health care field, approximately 85 percent of the jobs are at the technician and/or assistant level. Thus, students with various levels of aptitude, interests, and abilities may gain successful employment in a health occupation.

Advanced study at the postsecondary level demands a strong background in biology, chemistry, and algebra. Geometry and physics also prove helpful.

ALLIED HEALTH CAREERS

The Allied Health Careers program is designed to prepare the student to assist qualified health professionals in providing diagnostic, therapeutic, preventive, restorative, and rehabilitative services to patients in health care facilities, the home, and the community. The curriculum which combines classroom/laboratory instruction with on-the-job work experience places emphasis on defining the role and responsibility of members of the health care team; developing, expanding, and refining competencies to prepare the student for immediate employment and/or further education, as well as promoting within the student realistic self-perceptions of abilities, interests, and goals as they relate to his/her career objective.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Introduction to Allied Health Services

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Health Occupations Education I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Health Care Assisting

◆◆ **Occupational Specialty Courses**

Recommended Courses: Biology, Chemistry, Algebra, Geometry, Physics, Business Computer Applications

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Nursing (ADN)
Medical Assistant Technology
Emergency Medical Technology

Bachelor's Degree/Four-Year College

Nursing (RN)
Medical Technology

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include home health aide and medical clerical technician. Career options open to graduates of postsecondary programs include dental assistant, optometric technician, medical lab technician, Emergency Medical Technician (EMT), and Registered Nurse (RN). Students aspiring to become pharmacists, dentists, and medical doctors are required to complete medical school and pass a licensing exam before they are allowed to practice medicine.

OCCUPATIONAL HOME ECONOMICS EDUCATION

Courses in Occupational Home Economics Education are designed to prepare youth for entry-level employment in occupations that utilize knowledge and skills in child care, apparel design and construction, culinary arts, housing and home furnishings, and institutional and home management. To enter a program, a student must be classified as a junior or senior and be at least 16 years of age. S/He must meet legal age requirements for entry into the occupation for which education is provided and have aptitude, ability, and interest to profit from the course and to succeed on the job. In addition to class and laboratory sessions, opportunities will be provided for observation, participation, and on-the-job experiences. In some cases, apprenticeship opportunities may be provided.

Courses are planned for developing competent skills in an occupational area. All include emphasis on understanding the world of work and developing characteristics needed for employment. Course content is divided between Levels I and II based on degree of skill difficulty.

CHILD CARE SERVICES

The Child Care Services program provides the student with the opportunity to actively explore the world of children and acquire knowledge and skills needed to understand and respond to children's needs. Child care environments for education, protection, and health care are evaluated. Learning experiences are planned so that the student can acquire competencies needed by workers as they guide, instruct, and care for young children in these environments. This course is designed to meet the steadily increasing demands for child care workers in various types of child-centered facilities.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Education for Parenthood I and II

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Child Development I and II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- Child Care Services I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- Child Care Services II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Human Growth and Development, Foods and Nutrition

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College
Human Services

Bachelor's Degree/Four-Year College
Home Economics Education
Elementary Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include teacher's aide, preschool/infant care aide, and child development assistant. Career options open to graduates of postsecondary programs include preschool teacher, day care consultant, elementary teacher, child welfare worker, and preschool director.

CULINARY ARTS

The Culinary Arts program is designed to prepare the student for entry-level employment in the food services industry. The student is trained for jobs in hotels, hospitals, restaurants, cafeterias, food chain operations, and fast food establishments. Some of the career opportunities are chef, head cook, short-order cook, dietary aide, hostess, cashier, waiter, waitress, salad maker, lunch counter worker, and waiter's assistant. Advanced study is designed to prepare students for managerial positions in the hospitality industry.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers or Other Elective

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Introduction to Careers

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Keyboarding

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Foods and Nutrition I and II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- Culinary Arts I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- Culinary Arts II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Applied Biology, Applied Chemistry, Mathematics for the Technologies, Entrepreneurship, Advertising, Small Business Management

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Food Service Management
Culinary Arts Technology

Bachelor's Degree/Four-Year College

Hotel, Restaurant, and Tourism Administration
Home Economics Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include dietetic aide, food product tester, chef assistant, and short order cook. Career options open to graduates of postsecondary programs include health inspector, dietitian, nutritionist, food editor, executive chef, and food service director.

TRADE AND INDUSTRIAL EDUCATION

Trade and Industrial Education is a family of programs that addresses a wide range of occupations. Areas covered are construction trades, maintenance and repairing, precision production, transportation and material moving, protective services, communications, and personal services.

There is balance between laboratory skill expertise and classroom instruction directed at the specific knowledge needed in the occupation. All of these programs require a two-year commitment to complete the two levels of instruction.

A student who successfully completes a program of study with mastery of the program competencies will have entry level skills into that occupation and a mobility to continue his/her education at the two-year and/or four-year level.

A student who is interested in pursuing a career in industry is encouraged to have a firm foundation in mathematics, science, and communication. Many trade and industrial education and technical programs at the high school level require a knowledge of geometry and physics.

There are numerous related educational options at the two-year level. However, in some of the technical areas, it may be necessary to go out of state to complete a four-year program of study.

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is designed to prepare the student to perform routine maintenance and service on all types of automobiles under the supervision of an experienced automotive technician. The automotive technology student receives instruction in troubleshooting and repair of the fuel, electrical, cooling, brake, drive train, and suspension systems. Special emphasis is given to the diagnosis of malfunctions, the specialized repair of automobile engines, and safety.

CURRICULUM

7th Grade

- ◆ Language Arts
- ◆ Transitional Math or Pre-Algebra
- ◆ Science
- ◆ Geography
- ◆ Health/Physical Education
- ◆ Introduction to Careers/Industrial Technology Education

8th Grade

- ◆ Language Arts
- ◆ Transitional Math, Pre-Algebra, or Algebra I
- ◆ Science
- ◆ South Carolina and American History
- ◆ Health/Physical Education
- ◆ Keyboarding/Industrial Technology Education

9th Grade

- ◆ English I
- ◆ Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- ◆ Physical Science, Applied Biology, or Biology
- ◆ World Geography, Civics, Law Education, or Elective
- ◆ Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- ◆ English II
- ◆ Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- ◆ Applied Biology, Applied Chemistry, Biology, or Chemistry
- ◆ Economics/Government or World History
- ◆ Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- ◆ Communication for the Workplace I or English III
- ◆ Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ U.S. History
- ◆ Foreign Language or Other Elective
- ◆◆ Auto Mechanics I

12th Grade

- ◆ Communication for the Workplace II or English IV
- ◆ Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ Foreign Language or Other Elective
- ◆ Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Auto Mechanics II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Physics for the Technologies I and II, Physics, Business Computer Applications, Entrepreneurship

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College
Automotive Technology

Bachelor's Degree/Four-Year College
Vocational and Technical Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include auto service person, small engine repairer, auto parts salesperson, and service station attendant. Career options open to graduates of postsecondary programs include diesel mechanic, auto repair technician, service manager, truck mechanic, auto diagnostic technician, motorcycle technician, and business owner.

CONSTRUCTION TECHNOLOGY

The Construction Technology program is designed to prepare students to use specialized tools, materials, and equipment required in the construction industry. Students should choose one area from the lists provided under Construction Technology in grades 11-12.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers/Industrial Technology Education

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Industrial Technology Education

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Construction Technology:
  - Carpentry I
  - Heating, Ventilation, Air-Conditioning I
  - Electricity I
  - Welding I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Construction Technology:
  - Carpentry II
  - Heating, Ventilation, Air-Conditioning II
  - Electricity II
  - Welding II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Physics for the Technologies I and II, Physics, Business Computer Applications, Entrepreneurship

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Building Construction Technology
Heating, Ventilation, Air Conditioning Technology
Industrial Electronics Technology
Welding Technology

Bachelor's Degree/Four-Year College

Building Science
Mechanical Engineering
Electrical Engineering

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include assembler, carpenter, HVAC technician, electrician, lineman, and construction welder. Career options open to graduates of postsecondary programs include contractor, electrical technician, construction supervisor, certified welder, and engineer.

DRAFTING

The Drafting program is designed to prepare the student to use the specialized tools and equipment to produce technical drawings which graphically represent the ideas of their designers. Successful completion of the drafting course will provide the basic training needed for the student to prepare himself/herself for a career as a drafter, technician, engineer, architect, or designer.

CURRICULUM

7th Grade

- ◆ Language Arts
- ◆ Transitional Math or Pre-Algebra
- ◆ Science
- ◆ Geography
- ◆ Health/Physical Education
- ◆ Introduction to Careers/Industrial Technology Education

8th Grade

- ◆ Language Arts
- ◆ Transitional Math, Pre-Algebra, or Algebra I
- ◆ Science
- ◆ South Carolina and American History
- ◆ Health/Physical Education
- ◆ Keyboarding/Industrial Technology Education

9th Grade

- ◆ English I
- ◆ Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- ◆ Physical Science, Applied Biology, or Biology
- ◆ World Geography, Civics, Law Education, or Elective
- ◆ Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- ◆ English II
- ◆ Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- ◆ Applied Biology, Applied Chemistry, Biology, or Chemistry
- ◆ Economics/Government or World History
- ◆ Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- ◆ Communication for the Workplace I or English III
- ◆ Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ U.S. History
- ◆ Foreign Language or Other Elective
- ◆◆ Drafting I

12th Grade

- ◆ Communication for the Workplace II or English IV
- ◆ Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- ◆ Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- ◆ Foreign Language or Other Elective
- ◆ Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Drafting II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Physics for the Technologies I and II, Physics, Mechanical Drawing

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Architectural Engineering Technology
Civil Engineering Technology
Engineering Graphics Technology

Bachelor's Degree/Four-Year College

Architectural Engineering

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include architectural drafter, mechanical drafter, civil drafter, and machine drafter. Career options open to graduates of postsecondary programs include design drafter, CAD operator, engineering technician, construction supervisor, inspector, and drafting teacher.

ELECTRONICS

The Electronics program is designed to offer the minimum competencies of a basic electronics program and is the core program of all specialized programs in electronics. The program is designed to prepare the student to perform entry-level tasks under the supervision of an experienced technician. The program prepares individuals to assemble, install, operate, maintain, troubleshoot, and repair electrical/electronic equipment used in business and industry.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers/Industrial Technology Education

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Industrial Technology Education

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Electronics I

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Electronics II

◆◆ **Occupational Specialty Courses**

Recommended Courses: Mechanical Drawing, Trigonometry

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Associate in Engineering Technology (A.E.T.) with a major in:
- Electronics Engineering
- Computer Engineering

Industrial Electronics Technology

Bachelor's Degree/Four-Year College

Baccalaureate Engineering Technology (B.E.T.)

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include electronics repair person, computer repair person, electronics service person, and electronics apprentice. Career options open to graduates of postsecondary programs include electronics technician, computer technician, shop manager, electronics engineer, electrical engineer, computer engineer and teacher.

GRAPHIC COMMUNICATIONS

The Graphic Communications program is designed to prepare the student to perform graphic communications tasks under the supervision of an experienced practitioner. The graphic communications student receives instruction in layout, composition, typesetting, process photography and platemaking, and offset reproduction. Included in the course of study are continuous tone photography, finishing and binding, and customer service. The Graphic Communications program utilizes competency-based instructional materials developed under joint sponsorship of the Printing Industries of the Carolinas (PICA), Clemson University Graphic Communications Department, and the South Carolina Department of Education, Office of Occupational Education. Students must have excellent communication skills relating to grammar, vocabulary, and punctuation.

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers/Industrial Technology Education

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Industrial Technology Education

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Graphic Communications

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/ Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Graphic Communications

◆◆ **Occupational Specialty Courses**

Recommended Courses: Business English (elective), Drafting, Electronics, Commercial Art, Photography

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College

Commercial Graphics
Engineering Graphics Technology

Bachelor's Degree/Four-Year College

Printing Management/Education

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include silk screen printer, printer, and photographer. Career options open to graduates of postsecondary programs include desktop publisher, print inspector, editorial artist, illustrator, advertising executive, and educator.

MACHINE TOOL TECHNOLOGY

The Machine Tool Technology program is designed to prepare the student to perform entry-level machine shop tasks on a variety of metal shaping machines under the supervision of an experienced machinist. Included in the course of study is instruction related to machining such as welding, heat treating, precision measurement, and industrial safety. Students may receive advanced training in Computer Numerical Control (CNC).

CURRICULUM

7th Grade

- Language Arts
- Transitional Math or Pre-Algebra
- Science
- Geography
- Health/Physical Education
- Introduction to Careers/Industrial Technology Education

8th Grade

- Language Arts
- Transitional Math, Pre-Algebra, or Algebra I
- Science
- South Carolina and American History
- Health/Physical Education
- Keyboarding/Industrial Technology Education

9th Grade

- English I
- Pre-Algebra, Mathematics for the Technologies I, Algebra I, Geometry, or Algebra II
- Physical Science, Applied Biology, or Biology
- World Geography, Civics, Law Education, or Elective
- Physical Education or ROTC
- ◆◆ Industrial Technology I

10th Grade

- English II
- Mathematics for the Technologies I or II, Algebra I, Geometry, or Algebra II
- Applied Biology, Applied Chemistry, Biology, or Chemistry
- Economics/Government or World History
- Foreign Language or Other Elective
- ◆◆ Industrial Technology II

11th Grade

- Communication for the Workplace I or English III
- Mathematics for the Technologies II, Geometry, Algebra II, or Pre-Calculus (Algebra III/Trigonometry)
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- U.S. History
- Foreign Language or Other Elective
- ◆◆ Machine Tool Operations

12th Grade

- Communication for the Workplace II or English IV
- Geometry, Algebra II, Pre-Calculus (Algebra III/Trigonometry), or AP Calculus
- Physics for the Technologies, Applied Biology, Applied Chemistry, Biology, Chemistry, or Physics
- Foreign Language or Other Elective
- Economics/Government, Western Civilization, Psychology I, or Other Elective
- ◆◆ Machine Tool Operations

◆◆ **Occupational Specialty Courses**

Recommended Courses: Physics for the Technologies I and II, Physics, Electronics, Mechanical Systems, Industrial Maintenance, Technical Drawing, Textiles, Metals Manufacturing

SAMPLE POSTSECONDARY PROGRAMS

Associate Degree/Two-Year College
Machine Tool Technology

Bachelor's Degree/Four-Year College
Vocational and Technical Education
Mechanical Engineering

SAMPLE CAREER OPTIONS

Sample career options available to graduates of secondary programs include machine shop apprentice, tool room machinist apprentice, maintenance machinist, and tool salesperson. Career options open to graduates of postsecondary programs include tool and die maker, machinist, set-up technician, CNC operator/programmer, mechanical engineer, metallurgical engineer, and teacher.

APPENDICES

Appendix A

FUNDING RESOURCES

Funding for Tech Prep Consortia Activities

The catalyst for Tech Prep was the passage of federal legislation, the Carl D. Perkins Vocational and Applied Education Act of 1990. This legislation established the parameters for planning and demonstration grants to consortia of local educational agencies and postsecondary educational institutions. South Carolina is implementing Tech Prep statewide through 16 local Tech Prep Consortia encompassing high schools, technical colleges, four-year institutions, and business/industry leaders. The State Department of Education, Office of Occupational Education, and the State Board for Technical and Comprehensive Education have combined federal Tech Prep funds and have collaborated in the development of a competitive grant process for awarding funds to the 16 consortia.

Funding Resources Below Eleventh Grade

Schools may offer Mathematics for the Technologies I & II, Applied Biology, and Physics for the Technologies I and II to students enrolled in grades 9 and 10 if their planned programs require intensive training in mathematics and science. Tech Prep funds may not be used to fund these courses for ninth and tenth graders; however, Federal Title II--Part C funds designated for secondary occupational programs through the Perkins Act formula allocation, State EIA equipment funds (equipment only), Education Finance Act funds, and local funds may be used to implement applied academic courses below the eleventh grade.

The career guidance course, Introduction to Careers (for grades 7 and 8), may be funded with Federal Title II--Part C funds designated for secondary occupational programs through the Perkins Act formula allocation. Examples of allowable expenditures are salaries for counselors, SCOIS Jr., and materials such as videos, books, and computerized programs. State developed materials are available (at no cost to the local districts): Comprehensive Career Development Program, Exploring Career Options, Picking Your Path, Career and Technology Awareness, and others.

Appendix B

SOUTH CAROLINA TECH PREP CONSORTIA

1 - Academic and Career Achievement Partnership (ACAP)

Clarendon 01, 02, 03
F. E. DuBose AVC
Kershaw 01
Lee 01
Sumter 02, 17
Sumter AVC
Central Carolina Technical College

2 - Chesterfield-Marlboro-Dillon Consortium

Chesterfield 01
Chesterfield-Marlboro Technical College
Dillon 01, 02, 03
Dillon AVC
Marlboro 01

3 - Partnership for Academic and Career Education (PACE)

Anderson 01, 02, 03, 04, 05
Anderson 1 & 2 AVC
Oconee 01
Pickens 01
Tri-County Technical College

4 - Horry-Georgetown Preparation for the Technologies Consortium

Georgetown 01
Horry 01
Horry-Georgetown Technical College

5 - Aiken County Tech Prep Consortium (ACCESS)

Aiken 01
Aiken Technical College

6 - Williamsburg County Preparation for the Technologies Consortium

Williamsburg 01
Williamsburg Technical College
Williamsburg Academy

7 - Applied Learning Experience (ALE/Tech Prep)

Allendale 01
Bamberg 01, 02
Barnwell 19, 45
Denmark Technical College

8 - Catawba Regional Education Consortium

Chester 01
Lancaster 01
Winthrop College
York 01, 02, 03, 04
York Technical College

9 - Lowcountry Tech Prep Consortium

Beaufort 01
Beaufort-Jasper AVC
Colleton 01
Technical College of the Lowcountry
Hampton 01, 02
Jasper 01

10 - Greenville Tech Prep Consortium

Greenville 01
Greenville Technical College

11 - Career and Academic Preparation Consortium

Calhoun 01
Orangeburg 01, 02, 03, 04, 05, 06, 07, 08
Orangeburg-Calhoun TEC
The Regional Medical Center
Super Sod Inc.
American Yard Products
First Union National Bank

12 - Central Midlands Tech Prep Consortium

Fairfield 01
Lexington 01, 02, 03, 04, 05
Richland 01, 02
Midlands Technical College
Dept. of Youth Services

13 - Darlington, Florence and Marion Counties Consortium

Darlington 01
Florence 01, 02, 03, 04, 05
Florence-Darlington Technical College
Marion 01, 02, 03, 04
Marion AVC

14 - Upstate Tech Prep Consortium

Cherokee 01
Spartanburg 01, 02, 03, 04, 05, 06, 07
Spartanburg Technical College
Union 01
SC School for the Deaf & Blind

15 - Piedmont Area Tech Prep Consortium

Abbeville 01
Edgefield 01
Greenwood 50, 51, 52
Piedmont Technical College
Laurens 55, 56
McCormick 01
Newberry 01
Saluda 01

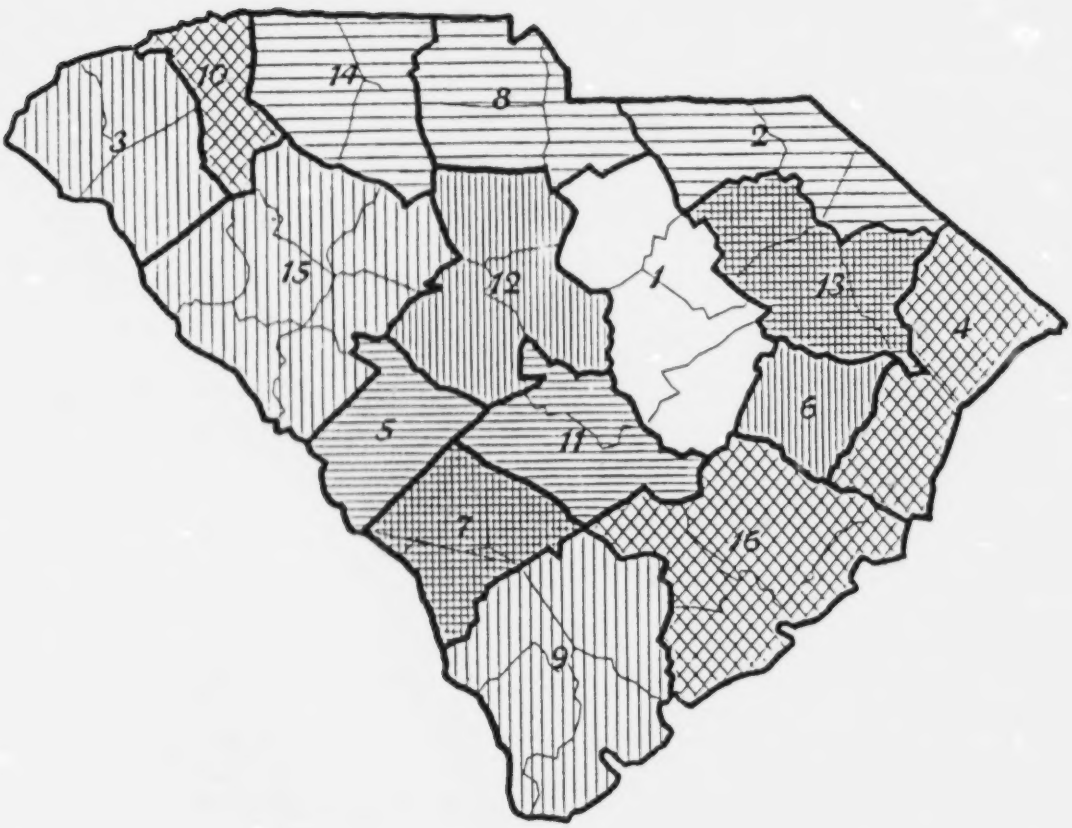
16 - Trident Area Consortium for the Technologies

Berkeley 01
Trident Technical College
Charleston 01
Dorchester 02, 04
Dorchester AVC
Robert Bosch Corporation
Carolina Construction Training
Alumax of South Carolina
Westvaco Corporation

BEST COPY AVAILABLE

Appendix C

SOUTH CAROLINA TECH PREP CONSORTIA



1. Academic and Career Achievement Partnership (ACAP)
2. Chesterfield-Marlboro-Dillon Consortium
3. Partnership for Academic and Career Education (PACE)
4. Horry-Georgetown Preparation for the Technologies Consortium
5. Aiken County Tech Prep Consortium (ACCESS)
6. Williamsburg County Preparation for the Technologies Consortium
7. Applied Learning Experience (ALE/Tech Prep)
8. Catawba Regional Education Consortium
9. Lowcountry Tech Prep Consortium
10. Greenville Tech Prep Consortium
11. Career and Academic Preparation Consortium
12. Central Midlands Tech Prep Consortium
13. Darlington, Florence and Marion Counties Consortium
14. Upstate Tech Prep Consortium
15. Piedmont Area Tech Prep Consortium
16. Trident Area Consortium for the Technologies

Appendix D

REGIONAL TECH PREP LOCATIONS

1 - ACADEMIC AND CAREER ACHIEVEMENT PARTNERSHIP

Post Office Box 8008
Sumter, SC 29150
(803) 469-6900

2 - CHESTERFIELD-MARLBORO-DILLON CONSORTIUM
Chesterfield-Marlboro Technical College
Drawer 1007
Cheraw, SC 29520
(803) 537-5286

3 - PARTNERSHIP FOR ACADEMIC AND CAREER EDUCATION (PACE)
Tri-County Technical College
Post Office Box 587
Pendleton, SC 29670
(803) 646-8361 Ext. 2378

4 - HORRY-GEORGETOWN PREPARATION FOR THE TECHNOLOGIES CONSORTIUM
Socastee High School
4900 Socastee Boulevard
Myrtle Beach, SC 29575
(803) 293-2092

5 - AIKEN COUNTY TECH PREP CONSORTIUM (ACCESS)
Aiken Technical College
Post Office Drawer 696
Aiken, SC 29801
(803) 593-9231

6 - WILLIAMSBURG COUNTY PREPARATION FOR THE TECHNOLOGIES CONSORTIUM
Williamsburg County Schools
Box 1067, 423 School Street
Kingstree, SC 29556
(803) 354-5571

7 - APPLIED LEARNING EXPERIENCE (ALE/TECH PREP)
Post Office Box 708
Denmark, SC 29042-0708
(803) 245-6077

8 - CATAWBA REGIONAL EDUCATION CONSORTIUM
Rock Hill Career Development Center
2399 West Main Street
Rock Hill, SC 29732
(803) 325-8100

9 - LOWCOUNTRY TECH PREP CONSORTIUM
Technical College of the Lowcountry
The Mungin Center
Post Office Box 507
Varnville, SC 29944
(803) 943-4623

10 - GREENVILLE TECH PREP CONSORTIUM
Greenville County Schools
Box 2848, 301 Camperdown Way
Greenville, SC 29602
(803) 241-3432

11 - CAREER AND ACADEMIC PREPARATION CONSORTIUM
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29115
(803) 536-0311 Ext. 395

12 - CENTRAL MIDLANDS TECH PREP CONSORTIUM
Lexington School District Four
Post Office Box 569
Swansea, SC 29160
(803) 779-7373

13 - DARLINGTON, FLORENCE AND MARION COUNTIES CONSORTIUM
Florence-Darlington Technical College
Post Office Box 100548
Florence, SC 29501-0548
(803) 661-8104

14 - UPSTATE TECH PREP CONSORTIUM
Post Office Box 218
Campobello, SC 29322
(803) 472-3828

15 - PIEDMONT AREA TECH PREP CONSORTIUM
Piedmont Technical College
Drawer 1467
Greenwood, SC 29648
(803) 941-8436

16 - TRIDENT AREA CONSORTIUM FOR THE TECHNOLOGIES
Berkeley County Schools
Post Office Box 608
Moncks Corner, SC 29461
(803) 899-5162

Appendix E

STATE-SUPPORTED TECHNICAL COLLEGES

1. Aiken Technical College
   Post Office Drawer 696
   Aiken, SC 29801

2. Central Carolina Technical College
   506 North Guignard Drive
   Sumter, SC 29150

3. Chesterfield-Marlboro
   Technical College
   Post Office Drawer 1007
   Cheraw, SC 29520

4. Denmark Technical College
   Post Office Box 327
   Denmark, SC 29042

5. Florence-Darlington
   Technical College
   Post Office Box 100548
   Florence, SC 29501

6. Greenville Technical College
   Post Office Box 5616, Station B
   Greenville, SC 29606

7. Horry-Georgetown Technical College
   Post Office Box 1966
   Highway 501
   Conway, SC 29526

8. Midlands Technical College
   Post Office Box 2408
   Columbia, SC 29202

9. Orangeburg-Calhoun
   Technical College
   3250 St. Matthews Road, NE
   Orangeburg, SC 29115

10. Piedmont Technical College
    Post Office Drawer 1467
    Greenwood, SC 29646

11. Spartanburg Technical College
    Post Office Drawer 4386
    Spartanburg, SC 29305

12. Technical College of the Lowcountry
    100 South Ribaut Road
    Post Office Box 1288
    Beaufort, SC 29902

13. Tri-County Technical College
    Post Office Box 587
    Pendleton, SC 29670

14. Trident Technical College
    Post Office Box 10367
    Charleston, SC 29411

15. Williamsburg Technical College
    601 Lane Road
    Kingstree, SC 29556

16. York Technical College
    452 South Anderson Road
    Rock Hill, SC 29730

Appendix F

STATE-SUPPORTED FOUR-YEAR COLLEGES

AND

UNIVERSITY OF SOUTH CAROLINA BRANCHES

1. The Citadel
   Charleston, SC 29409

2. Clemson University
   Clemson, SC 29634

3. Coastal Carolina University
   Post Office Box 1954
   Conway, SC 29526

4. College of Charleston
   66 George Street
   Charleston, SC 29424

5. Francis Marion University
   Francis Marion Memorial Highway
   Post Office Box 100547
   Florence, SC 29501

6. Lander University
   Greenwood, SC 29649

7. Medical University of South Carolina
   171 Ashley Avenue
   Charleston, SC 29425

8. South Carolina State University
   Orangeburg, SC 29117

9. University of South Carolina
   Columbia, SC 29208

10. University of South Carolina - Aiken
    171 University Parkway
    Aiken, SC 29801

11. University of South Carolina - Beaufort
    Post Office Box 1007
    Beaufort, SC 29902

12. University of South Carolina - Lancaster
    Post Office Box 889
    Lancaster, SC 29720

13. University of South Carolina - Salkehatchie
    Post Office Box 617
    Allendale, SC 29810

14. University of South Carolina - Spartanburg
    800 University Way
    Spartanburg, SC 29303

15. University of South Carolina - Sumter
    200 Miller Road
    Sumter, SC 29150

16. University of South Carolina - Union
    Post Office Drawer 729
    Union, SC 29379

17. Winthrop University
    Rock Hill, SC 29733

Appendix G

PRIVATE COLLEGES

1. Allen University
   1530 Harden Street
   Columbia, SC 29204

2. Anderson College
   Anderson, SC 29621

3. Benedict College
   1600 Harden Street
   Columbia, SC 29204

4. Bob Jones University
   Greenville, SC 29614

5. Central Wesleyan College
   Central, SC 29630

6. Charleston Southern University
   Charleston, SC 29411

7. Claflin College
   Orangeburg, SC 29115

8. Clinton Junior College
   Rock Hill, SC 29730

9. Coker College
   Hartsville, SC 29550

10. Columbia Bible College & Seminary
    7435 Monticello Road
    Columbia, SC 29203

11. Columbia College
    1301 Columbia College Drive
    Columbia, SC 29203

12. Columbia Junior College
    Columbia, SC 29201

13. Converse College
    Spartanburg, SC 29301

14. Erskine College
    Due West, SC 29639

15. Forrest Junior College
    Anderson, SC 29624-2498

16. Furman University
    Greenville, SC 29613

17. Limestone College
    1115 College Drive
    Gaffney, SC 29340

18. Lutheran Theological Southern Seminary
    4201 Main Street
    Columbia, SC 20203

19. Morris College
    Sumter, SC 29150

20. Newberry College
    Newberry, SC 29108

21. Nielsen Electronics Institute
    1600 Meeting Street
    Charleston, SC 29405-9987

22. Presbyterian College
    Clinton, SC 29325

23. Sherman College of Straight Chiropractics
    Spartanburg, SC 29304

24. Southern Methodist College
    Orangeburg, SC 29115

25. Spartanburg Methodist
    Spartanburg, SC 29301

26. Voorhees College
    Denmark, SC 29042

27. Wofford College
    Spartanburg, SC 29301

Appendix H

PROPRIETARY SCHOOLS

The following is a sampling of proprietary schools in South Carolina.

1. Charlotte Diesel Driving School
   550 Wilson Road
   Newberry, SC 29108-4611

2. Columbia Junior College of Business
   Post Office Box 1196
   Columbia, SC 29202-1196

3. Forrest Junior College
   601 East River Street
   Anderson, SC 29624-2498

4. Johnson & Wales University
   at Charleston
   BTC Box 1409
   701 East Bay Street
   Charleston, SC 29403

5. Mangum's Barber and
   Hairstyling College
   125 Hampton Street
   Rock Hill, SC 29730-4509

6. Nielsen Electronics Institute
   1600 Meeting Street
   Charleston, SC 29405-9987

7. North American Institute of Aviation
   Post Office Box 680
   Conway-Horry County Airport
   Conway, SC 29526-0680

8. PRO DRIVE, Inc.
   5110 Frontage Road
   Greenville, SC 29615-9720

9. Professional Hair Design Academy
   1540 Wade Hampton Boulevard
   Greenville, SC 29607-5063

The institutions listed above are accredited by the Career College Association, 750 First Street, NE, Suite 900, Washington, DC 20002, phone (202) 336-6700. The Career College Association was formed in 1991 through the consolidation of the Association of Independent Colleges and Schools (AICS), and the National Association of Trade and Technical Schools (NATTS).

Other agencies and associations that the Secretary of Education determines to be reliable authorities as to the quality of training offered by educational institutions and programs are described in the United States Department of Education publication Nationally Recognized Accrediting Agencies and Associations.

Appendix I

APPRENTICESHIP PRINCIPLES

There are eight guiding principles regarding registered apprenticeship programs:

1. Apprenticeship is a training strategy that combines supervised, structured on-the-job training with related theoretical instruction and is sponsored by employers or labor/management groups that have the ability to hire and train in a work environment.

2. Apprenticeship prepares people for skilled employment by conducting training in bona fide and documented employment settings. The content of training, both on-the-job and related instruction, is defined and dictated by the needs of industry.

3. Apprenticeship has clearly delineated requirements in federal and state laws and regulations. These laws and regulations establish minimum requirements for protecting the welfare of the apprentice such as the length of training, the type and amount of related instruction, supervision of the apprentice, appropriate ratios of apprentices to journeypersons, apprentice selection and recruitment procedures, wage progression, safety, etc.

4. Apprenticeship, by virtue of a legal contract (indenture), leads to a Certificate of Completion and official journeyperson status.

5. Apprenticeship involves a tangible and generally sizable investment on the part of the employer or labor-management program sponsor.

6. Apprenticeship pays wages to its participants at least during the on-the-job training phase of their apprenticeship and increases these wages throughout the training program in accordance with a predefined wage progression scale.

7. Apprenticeship helps participants learn by working directly under the supervision and tutelage of masters in the craft, trade, or relevant occupational area.

8. Apprenticeship involves a written agreement and an implicit social obligation between the program sponsor and the apprentice. The written agreement details the roles and responsibilities of each party. The implicit social obligation gives employers or program sponsors the right to expect to employ the apprentice upon completion of training and gives the apprentice a reasonable right to expect such employment.

Excerpts from a policy statement adopted by the Federal Committee on Apprenticeships which was reprinted in its entirety in the June 1992 issue of Student Apprenticeship News.

Appendix J

TYPES OF APPRENTICESHIPS

Youth Apprenticeships

The following information is copied from CONCERNS, Council of Chief State School Officers Resource Center on Education Equity, Issue XXXVII, October 1992:

> Youth apprenticeships, as they are being designed in the United States, provide structured routes to good careers that combine paid work and on-the-job training with related classroom instruction. They include several important elements:
>
> Youth apprenticeships structure learning through work and classroom instruction;
>
> Employers provide a learning environment for apprentices that includes trained supervisors and mentors;
>
> Schools adapt instruction to take maximum advantage of the apprentice's work experience (i.e., integration of academic and vocational learning, integration of work-based and school-based learning, new career-related guidance and counseling);
>
> Youth apprentices are employees; they are paid for their work;
>
> Youth apprenticeships are organized by career areas, not specific jobs (e.g., health care occupations or metalworking technologies);
>
> Youth apprenticeships lead to academic diplomas (i.e., high school diploma and possibly an associate degree) and occupational certification (i.e., broadly recognized qualifications of occupational skills);
>
> Youth apprenticeships serve as a structured linkage between secondary and postsecondary institutions (e.g., frequently programs begin in the tenth grade, mix school- and work-site learning, and end with the completion of the second year of technical or community college).

The South Carolina Department of Education has worked with other agencies and industry to develop a model for youth apprenticeships beginning in the eleventh grade as part of the state's comprehensive Tech Prep reform strategy. The model encourages high schools and companies to join together in offering formal programs of work-based and classroom training that lead to certification of mastery in specific fields of expertise. The youth apprenticeship component of Tech Prep is an excellent example of the state's commitment to school-to-work transitions that benefit both student and employer. For more information, contact the Office of Occupational Education, 902 Rutledge Building, 1429 Senate Street, Columbia, SC 29201, (803) 734-8410.

Registered Apprenticeships

For information about apprenticeship programs in South Carolina, contact the Bureau of Apprenticeship and Training, U. S. Department of Labor, 838 Strom Thurmond Building, 1835 Assembly Street, Columbia, SC 29201, (803) 765-5547.

Appendix K

SOURCES OF INFORMATION

Tech Prep South Carolina
Office of Occupational Education
902 Rutledge Building
1429 Senate Street
Columbia, SC 29201

Occupational Outlook Handbook
U.S. Department of Labor Statistics
Bureau of Labor Statistics
Washington, DC 20212

South Carolina Wage Survey
S.C. Employment Security Commission
1550 Gadsden Street
Post Office Box 995
Columbia, SC 29202

South Carolina Occupational
Information System (SCOIS)
S.C. Employment Security Commission
1550 Gadsden Street
Post Office Box 995
Columbia, SC 29202

Children's Dictionary of Occupations
Paperbacks for Educators
1240 Ridge Road
Ballwin, MO

Dictionary of Occupational Titles
Regional Administrator
Employment & Training Administration
U.S. Department of Labor
230 South Dearborn
Chicago, IL 60604

The American Almanac of Jobs and Salaries
Avon Books
Post Office Box 767, Route 2
Dresden, TN 39225

The National Association of Trade
and Technical Schools
2251 Wisconsin Avenue, NW
Washington, DC 20007
(Free booklets for each student and teacher)

Clemson University
Agricultural Education
112 P & A Building
Clemson, SC 29634-0356

Handbook of Agricultural Occupations
by Norman K. Hoover, Ed. D.
The Interstate Printers and Publishers, Inc.
American Society of Civil Engineers
345 East 47th Street
New York, NY 10017

Associated General Contractors of America
1957 E. Street, NW
Washington, DC 20006

Accreditation Board for Engineering
and Technology
345 East 47th Street
New York, NY 10017

International Union of Operating Engineers
1125 17th Street, NW
Washington, DC 29036

National Truck Equipment Association
25900 Greenfield Road, Suite 1140
Oak Park, MI 48237

Automotive Service Industry Association
444 North Michigan Avenue
Chicago, IL 60611

American Trucking Association
1100 Mill Road
Alexandria, VA 22314

American Institute of Certified
Public Accountants
1211 Avenue of the Americas
New York, NY 10036

American Accounting Association
5717 Bessic Drive
Sarasota, FL 34233

Accreditation Council for Accountancy
1010 North Fairfax Street
Alexandria, VA 22314

American Woman's Society of Certified Public Accountants
111 East Wacker Drive, Suite 600
Chicago, IL 60601

Administrative Management Society
4622 Street Road
Trevose, PA 19047

National Records Management Council
60 East 42nd Street
New York, NY 10165

Association of Records Managers and Administrators
4200 Somerset, Suite 215
Prairie Village, KS 66028

American Society of Professional and Executive Women
1429 Walnut Street
Philadelphia, PA 19102

Association of Information Systems Professionals
104 Wilmot Road, Suite 201
Deerfield, IL 60015

Office Automation Society International
15269 Mimosa Trail
Dumfries, VA 22026

Association of Computer Professionals
230 Park Avenue, Suite 460
New York, NY 10169

Data Processing Management Association
505 Busse Highway
Park Ridge, IL 60068

Institute for Enterprise Advancement
National Federation of Independent Businesses
Suite 700, 600 Maryland Avenue SW
Washington, DC 20024

U. S. Small Business Administration
Office of Business Development
1441 L Street NW
Washington, DC 20416

Center for Entrepreneurial Management
180 Varrick Street, Penthouse Suite
New York, NY 10014

American Entrepreneurs Association
2392 Morse Avenue
Irvine, CA 92714

National Association of Minority Entrepreneurs
3300 Sheperd Lane, #E
Balch Springs, TX 75180

American Bankers Association
1120 Connecticut Avenue, NW
Washington, DC 20036

National Association of Bank Women
500 N. Michigan Avenue, Suite 1400
Chicago, IL 60611

American Economic Association
1313 21st Avenue, South
Nashville, TN 37212

Econometric Society
Department of Economics
Northwestern University
Evanston, IL 60201

National Association of Business Economists
228349 Chagrin Boulevard
Cleveland, OH 44122

Robotics International of SME
One SME Drive, Box 930
Dearborn, MI 48121

Society of Manufacturing Engineers
One SME Drive, Box 930
Dearborn, MI 48121

Robotic Industries Association
One SME Drive, Box 1366
Dearborn, MI 48121

South Carolina Nurse Recruitment and Retention Resource Center
400 Arbor Lake Drive, Suite B 200
Columbia, SC 29223

South Carolina Hospital Association
Post Office Box 6009
West Columbia, SC 29171-6009

American Association for Respiratory Therapy
1720 Regal Row, Suite 112
Dallas, TX 75235

National Board for Respiratory Care
110015 West 75th Terrace
Shawnee Mission, KS 66201

American Chemical Society
1155 16th Street, NW
Washington, DC 20036

American Institute of Chemists
7315 Wisconsin Avenue
Bethesda, MD 20814

Chemical Manufacturers Association
2501 M. Street, NW
Washington, DC 20037

Duracell USA
Post Office Box 500
Lancaster, SC 29720

American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304

National Institute for the Food Services Industry
20 Nor Wacker Drive
Chicago, IL 60606

Society for Food Service Management
304 West Liberty Street, Suite 301
Louisville, KY 40202

National Association of Social Workers
7981 Eastern Avenue
Silver Spring, MD 20910

Council on Social Work Education
1744 R. Street, NW
Washington, DC 20009

National Employee Services and Recreation Association
2400 South Downing
Westchester, IL 60153

American Camping Association
Bradford Woods
Martinsville, IN 46151

Educational Institute of the American Hotel & Motel Association
1407 South Harrison Road
East Lansing, MI 48823

National Recreation and Park Association
3101 Park Center Drive
Alexandria, VA 22302

American Hotel & Motel Association
888 Seventh Avenue
New York, NY 10019

American Federation of Musicians of the U.S. and Canada
1501 Broadway
New York, NY 10036

American Guild of Organists
815 2nd Avenue, Suite 318
New York, NY 10017

American Society of Composers, Authors and Publishers
1 Lincoln Plaza
New York, NY 10023

National Association of Schools of Music
11250 Roger Bacon Drive, #5
Reston, VA 22090

American Guild of Variety Artists
184 Fifth Avenue
New York, NY 10010

Fred Gretsch Enterprises
One Gretsch Plaza
Post Office Box 358
Ridgeland, SC 29936

American Federation of Television and Radio Artists
1350 Avenue of the Americas, 2nd Floor
New York, NY 10019

Federal Communications Commission
1919 M. Street, NW
Washington, DC 20552

National Association of Broadcasters
1771 N. Street, NW
Washington, DC 20036

American Society for Engineering Education
11 Dupont Circle, Suite 200
Washington, DC 20036

American Welding Institute
10628 Dutchtown Road
Knoxville, TN 27932

American Welding Society
550 Lejeunne Road, NW
Miami, FL 33135

South Carolina State Board of Cosmetology
3710 Landmark Drive, Suite 205
Columbia, SC 29204

Printing Industry of the Carolinas
Post Office Box 19889 C
Charlotte, NC 28219

Clemson University
Department of Industrial Education
G-01 Tillman Hall
Clemson, SC 29634-0711

Electronics Technicians Association, International
604 N. Jackson
Greencastle, IN 46135

Electronic Industrial Association
1722 I Street, NW, Suite 300
Washington, DC 20006

South Carolina Automobile and Truck Dealers Association
1517 Laurel Street
Columbia, SC 29201

I-CAR
3701 Algonquin Road, Suite 400
Rolling Meadows, IL 60008-3118

NATEF
13505 Dulles Technology Drive
Herndon, Virginia 22071-3415

NIASE (ASE)
13505 Dulles Technology Drive
Herndon, Virginia 22071-3415

Tech Prep: A Planning and Resource Guide was published by the South Carolina Department of Education, Office of Occupational Education: total printing cost, $4,372.00; $2.186 per copy; 2,000 copies printed.

BEST COPY AVAILABLE